

Accessing CILC Content Vermont Health Education Resource Center

You will first want to complete your free membership on the CILC website www.cilc.org. Click the *Join Now, It's Free* link on the homepage.

SEARCHING FOR CONTENT

Although you can search from any page, going through the *Content Provider Programs* icon on the homepage provides the ability to also select a specific content provider.



The search is a Google mini. Like Google, the more criteria you put in the keyword box, the more defined your results will be. In the keyword search box, you can list the grade level and the discipline as well as the topic you are searching.

Example: civil war grade 6 social studies

Content Provider Programs

SELECTING A PROGRAM

Clicking on the name of the Content Provider will give you detailed information about the organization. Clicking on the program title will give you details about that specific program.

African-American Civil War Heroes by Storyteller's Drum, Inc ★ based on 1 evaluat
Civil War History, Storytelling, theatre, 19th Century African-American history & culture, and fi
person interpretation are among the components of this engaging audience -participation
presentation. Learn little known historical information & true stories ...
Availability: By Request/On Demand ONLY
Audience: Education: Grade(s): 4, 5, 6, 7, 8, 9, 10, 11, 12, Curriculum Director, Gifted and Talented

REQUESTING A PROGRAM

Once you have clicked on a program title, click on Request this Program Now. (Top or bottom of the Program Flyer page).

[Request this Program Now](#)

[Forward this Program Flyer](#)
[Go Back](#)

You will complete a one page form.

IMPORTANT: In the drop down list titled Requesting Organization, make sure you select: **Vermont Health Education Resource Center**

Requesting Organization:
Select your organization from the drop down list:

! List your name, your school's name in parentheses, and e-mail address in the boxes titled: *Person to receive program materials and program evaluation.*

Person to receive program materials and program evaluation: 1
program. (if different than person requesting)

E-Mail: (if different than person requesting)

In the *Additional Information for Content Provider to Know* box, please list a phone number at which the provider can reach you if an issue arises during the actual program connection.

Additional Information for Content Provider to Know: Please utilize this school (if not listed in drop down above), a point to point connection is used to connect the participants.

Once you have entered the required information such as grade level and number of participants, click the *Next Step* button.

You will be taken to the Billing Information page. Click the *Next* button on the bottom of the page.

The final page will be an overview of your program request. This allows you to check the information one more time before you forward it.

IMPORTANT: Once you are satisfied with the information, click the *Forward for PIN Authorization* button. This sends your request to the Vermont Department of Education Health Education Resource Center to enter the PIN. Once she enters the PIN, the request is sent to the Content Provider.

OR
This will forward your request to the PIN owner at your organization.

Enter PIN:

Technology to be used for this connection:

It is necessary to have a [PIN](#) to request a connection. Find out how to [apply for your PIN](#) or [find out your PIN](#).

Although a few programs are listed on specific dates/times, most are offered BY Request. Which means the teacher gets to request a date/time that best fits into their schedule. Once the Content Provider receives your request, they will approve it or offer you an alternate date/time. The approval e-mail will have a link to the Program Guide. This guide will include supplemental resources such as vocabulary, and pre/post activities.

For additional assistance please use one of the following contacts:

Website assistance toll free at 866-302-CILC (2452)

Julia Shildmyer-Heighway at: jheighway@cilc.org or 317-231-6529.

Using CILC